

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

ADMINISTRATIVE GENERAL MAGISTRATE

Annual Base Salary: \$81,359.04

****The successful candidate will be hired at the minimum salary****

Position Number: 11050

Class Code: 5420

General Description

The essential function of the position within the organization is to conduct hearings and make determinations on family, civil, or probate law matters referred for hearing by judges in the respective divisions. The position is responsible for setting referred cases for hearing, conducting hearings, making determinations on cases, and preparing reports and recommendations with accompanying orders for the referring judge's signature. The Administrative General Magistrate supervises all staff assigned to the unit and coordinates scheduling of cases for hearings. The position requires the preparation and maintenance of performance evaluations for the unit including reports on referrals and dispositions. The Administrative General Magistrate works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Reviews judge's orders of referral and conducts legal research in preparation for hearings of family law cases.

Schedules cases and conducts hearings in compliance with applicable regulations and laws; gathers data in the form of documentary evidence and testimony.

Reviews reports and recommendations submitted by attorneys and considers/analyzes related research and information presented at hearings to make case determinations; directs planning of child support payments and/or visitation schedules and distribution of assets and debts of parties involved in hearings.

Prepares case report and recommendations with accompanying orders for referring judge's signature at the conclusion of hearings.

Reads professional journals and updates of case law to stay current on regulations and statutes governing family court.

Performs administrative tasks, such as preparing periodic employee performance evaluations, case managing, or completing job-related paperwork, such as timesheets, travel expense reports or benefit forms.

Attends staff meetings to exchange information; attends technical or professional classes, workshops, seminars or conferences to improve professional skills.

Additional duties as required.

Education and Training Guidelines

- Juris doctorate degree from an accredited law school.
- At least five years of experience in the practice of law, including one year in family law and one year of administrative or supervisory experience.

Licenses, Certifications, and Registrations Required:

- Requires membership in good standing in The Florida Bar.

Competencies

Data Responsibility:

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Mentors others by advising, counseling, or guiding them.

Assets Responsibility:

Requires responsibility for achieving moderate economies or preventing major losses through interpreting policy as legal counsel.

Mathematical Requirements:

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderately serious impact - affects work unit and may affect other units and the general public.

Equipment Usage:

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or spreadsheets.

Safety of Others:

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Special Comments:

- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- This position is available no earlier than May 1, 2014.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.